Form for closure of purchase order

PO no.:	95208	PO date:	20/12/22	Req. no.:	208524	Advice Scan ID	
Barcoded PO available	□ Y/□ N	Invoice original available		□Y/□N /□Copy available		POD available	□Y/□N

Data required from site/engineers:
MRN nos. related to PO
□ Part material received. □ Full material received. □ Material not received.
□ Close PO – Balance material will be re-ordered by new requisition.
□ Cancel PO. Material not required. □ Cancel PO. Material will be re-ordered by new requisition
□ Keep PO open. Material required. □ Keep PO open. Work under progress.
Remarks by engineer: material not received. close this PO

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: Basaveshwari	Sign:	Date: 10/03/23

Data required from accounts:		
□	Checked with E&D for receipt of bills.	
□ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:

Prepared by: Rajyalakshmi	Sign:	Date: 14/03/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Cancel this p.o

Prepared by: Ravi	Sign:	Date: 15/03/23

Advice by MD - action to be taken.

□ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
□	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
□	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		

Remarks:

Approved by: Soham	Sign:	Date:

APPROVED BY
16 MAR 23
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 10:19:19 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Bhagwati Steel Tubes	**Doc No**	95208	208524
4-3-76/1, Hill Street, Ranigunj, Sec-bad-500003	**Doc Date**	20-12-2022	
	Quote No	nil	
GSTIN 36AFGPM2765P1ZT 27712284..	**Quote Date**	17-12-2022	
27713678,66568509. 9391113830.	**SupplyType**	Supply	

Kind Attn : Mr Ajay Mohatta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	363800 - PLUM-Plumbing - Air Release Valve-- - 20MM - Nos	2.00	900.00	0.00	18.00	2,124.00
				Total Order Value . . .		**2,124.00**

Rupees : Two Thousand One Hundred Twenty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for F-Block fire safety work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Bhagwati Steel Tubes***

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 21-12-2022 3:07:11 PM

Copy

95208
13.12.22 4:23:05

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderal
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Bhagwati Steel Tubes
4-3-76/1, Hill Street, Ranigunj, Sec-bad-500003

GSTIN 36AFGPM2765P1ZT 27712284..
27713678,66568509. 9391113830.

Doc No	95208	208524
Doc Date	20-12-2022	
Quote No	nil	
Quote Date	17-12-2022	
SupplyType	Supply	

Kind Attn : Mr Ajay Mohatta

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Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for F-Block fire safety work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Reality Mallapur LLP***
Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions
For ***Bhagwati Steel Tubes***

Name : ____________________

Date : __/__/____

Requisition Form							
Company Name:	MRMLLP						
Site & Phase :	GMR	Date:	17-12-2022				
Unit No. Block No. F		Time:	13:10				
Supplier:							
Material required before date:	urgent	Req. No.	208524				
		ID No.	82623				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	HARD2385-Hardware-Anchor bolt -Bolt Type--8x50mm-Nos 95206	50		50			
2	HARD5475-Hardware-Anchor bolt -Bolt Type--10x62.50mm-Nos	50		50			
3	HARD8075-Hardware-GI Nut with Bolt---15.8X50mm-Nos	60		60			
4	HARD3640-Hardware-GI Nut with Bolt---15.8X100mm-Nos	25		25			
5	MISC6575-Miscellaneous-Pressure Guage---0 to 10.5Kgs-Nos	1		1			
6	PAIN8548-Paints-Red Oxide Primer-- Asian-1Ltr-Can	5		5			
7	PLUM2886-Plumbing-Air Release Valve---20mm-Nos - 95208.	2		2			
8							
9							
10							
Remarks:	F block fire safety equipments for gmr site.						
	Engineer	Project Manager Ram Prasad		Purchase		MD	
Prepared By:	sultan ali						
Approved By:		19 DEC 2022					
Sign & Date:							